

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[JKSSB Office/Organization Name]  
[Office Address]  
[City, State, ZIP Code]

Subject: Invitation for Interview for [Position Name]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally invite you to attend an interview for the [Position Name] with the Jammu and Kashmir Service Selection Board (JKSSB).

Details of the Interview:

- Date: [Insert Date]
- Time: [Insert Time]
- Venue: [Insert Venue]

Please bring along the required documents as mentioned in the notification.

Looking forward to your positive response.

Thank you.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]